



P.O. Box 429
577 Bay Road
Hamilton, MA 01936

Phone
Fax
Web site

(978) 468-5586
(978) 468-2682
<http://www.hamiltonma.gov>

September 15, 2011

To all Town Employees:

We are pleased to announce that we are changing life insurance carriers from American General Life Companies to "The Standard Insurance Company." The Town will continue to provide benefit eligible employees with Town subsidize basic life insurance funded at 75%. Employees will still have the option of purchasing additional life insurance at full cost.

Effective **October 1, 2011**, your **basic life insurance benefit will increase to \$15,000** with no additional cost to the employee. All employees currently covered under the American General basic life policy, as well as those that have also elected additional life insurance, will be transferred automatically to the new policy on October 1, 2011. Please note that all current participating employees must complete the attached Beneficiary Designation Form.

The Standard Insurance Company is offering a **one-time open enrollment through October 17, 2011** with an effective date of November 1, 2011. During this open-enrollment, all benefit eligible employees may;

1. Enroll in the new plan.
2. Elect additional insurance.
3. Change the amount of their existing additional life insurance

Our new insurance offers a Guarantee Issue amount of up to \$40,000 on additional life. Any enrollee who changes or elects additional life insurance in excess of \$40,000 will be subject to the Evidence of Insurability process. The benefit maximum for additional life insurance is \$100,000 and can be elected in increments of \$10,000.

This is a great opportunity for employees to obtain basic coverage or elect additional life insurance. Attached are the necessary forms, including the Enrollment and Change Form and the Beneficiary Designation/Change form. All forms will also be made available on the Town's website under Human Resources. Please return completed forms to Dyan Katz by October 17, 2011.

Please note that a representative from The Standard Insurance Company will be available in the **Memorial Room on Wednesday, September 21st from 11:30 – 1:30 p.m.** to answer your questions or provide assistance with enrollment. If you are unavailable at the time, you may also contact Dyan Katz at 978-468-5596 in the Finance Department for assistance.

Sincerely,

Michael Lombardo
Town Manager

